



Government of Jammu and Kashmir
Directorate of Sheep Husbandry Jammu
Rail Head Complex, Jammu-180004

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Subject: Submission of Annual Performance Reports (APRs).

CIRCULAR

All the Government employees are required to get their APRs initiated, reviewed and accepted by the concerned authorities in normal routine after the closure of financial year. It has, however, been observed APRs are not being submitted by the officers/officials in time, even years after these become due with the result the annual performance of the employees of the Department remains un-accessed which ultimately defeats the very purpose of writing of APRs. The belated submission of APRs leads to delay in settlement of promotion, regularization and other important cases of the officers/officials of the Department.

As such it is enjoined upon all the Drawing & Disbursing Officers of Sheep Husbandry Department Jammu to ensure timely submission of Annual Performance Reports (APRs) for the year 2022-23 of all the sub-ordinate Non-Gazetted employees except Class-IV to this Directorate within three days without fail. The practice has to be continued annually without any fail.

Instructions contained in this circular be implemented in letter and spirit.

(Dr. Naseem Javaid Chowdhary) JKAS,
Director,
Sheep Husbandry Department,
Jammu.

13.05.23

No. DSHJ-ESTT0GAZ/40/2022/2800-2831

Dated: 13 .05.2023

Copy to the: -

1. Joint Director (Extension/Farms), Sheep Husbandry Department Jammu.
2. Deputy Director, Govt. Sheep Breeding & Research Farm, Reasi/Billawar.
3. Principal, Sheep & Wool Workers Training Class, Kartholi.
4. District Sheep Husbandry Officer Jammu/Samba/Kathua/Poonch/Rajouri/Reasi/Udhampur/Ramban/Doda/Kishtwar.
5. Assistant Project Officer, Intensive Sheep Development Migratory Project, Jammu/Warwan and Bhaderwah/Hiranagar.
6. Assistant Director, Govt. Sheep Breeding Farm, Thathri/Panthal/ Balnoi/DGF Rajbagh.
7. Research Officer, Disease Investigation Laboratory, Kartholi.
8. Sheep & Wool Development Officer Bani/Kalakote/Mahore/Reasi/Ramnagar/Banihal/Padder/Marwah.
9. Fleece Testing Officer, Sheep Husbandry Department, Kartholi.
10. Accounts Officer, Directorate of Sheep Husbandry Jammu.
11. Incharge Website, Directorate of Sheep Husbandry Jammu.

--- for information and necessary action.